

Department of the Army
Headquarters, U.S. Army
Industrial Operations Command
Rock Island, IL 61299-6000

*IOC Regulation 500-1

28 Dec 98

Emergency Employment of Army and Other Resources

EMERGENCY PLANNING OFFICERS

Applicability. This regulation applies to Headquarters (HQ), Industrial Operations Command (IOC) elements, and IOC subordinate installations.

Decentralized Printing. All IOC installations are authorized to locally reproduce this regulation.

Supplementation. Supplementation of this regulation is authorized. Provide one copy to the proponent.

Proponent. The HQ, IOC Mobilization/Operations Team is the proponent of this regulation. Users are invited to send comments and suggested improvements to HQ, IOC, ATTN: AMSIO-GSM, Rock Island Arsenal, Rock Island, IL 61299-6000, E-mail amsio-gsm@ioc.army.mil.

Distribution. Distribution is determined by the proponent (available electronically at <http://www.ioc.army.mil/im/rcsdmgmt/pubs.htm>).

Supersession Notice. *This regulation supersedes IOCR 500-1, 28 Nov 96.

FOR THE COMMANDER:

Official: //signed//
WILLIAM R. PULSCHER
Colonel, GS
Chief of Staff

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1. Purpose. This regulation defines responsibilities for assignment of Emergency Planning officers (EPO) and their duties, and responsibilities within IOC.

2. References.

a. AMCR 25-2, U.S. Army Materiel Command (AMC) Duplicate Emergency Files Program.

b. IOCR 500-2, Notification Procedures for Emergency Action Messages (EAM).

c. IOCR 525-1, IOC Operations Center Activation, Augmentation and Operations.

d. IOC Mobilization and Operations Planning and Executive System (MOPES).

e. IOC Emergency Response Plan (ERP).

f. IOC Form 25-4, Privacy Act of 1974-Emergency Notification or Office Roster & Personnel Locator, Aug 97.

3. Explanation of Terms. EMERGENCY PLANNING OFFICER (EPO). A person who acts as an organizations's POC for all real-world emergencies, exercises, test situations, and the staffing of emergency plans.

4. Responsibilities.

a. HQ, IOC center directors/team chiefs, and IOC installation commanders/representatives, will:

(1) Designate one primary and at least one alternate EPO. EPOs must have a knowledge of mobilization and emergency plans affecting their functions.

(2) Appoint the designees in writing. The document must include EFFECTIVE DATE, PURPOSE, SECURITY CLEARANCE, EMAIL, FAX NUMBER (unsecure and secure, if available), and HOME AND OFFICE TELEPHONE NUMBERS. Provide the Privacy Act Statement (IOC Form 25-4) to each designee prior to obtaining personal information from them. Send one copy of the appointment document to HQ, IOC, ATTN: AMSIO-GSM.

NOTE: IOC Form 25-4 is available in hardcopy and electronic form from your forms management officer.

(3) Ensure EPOs have proper authority and time to accomplish their responsibilities as an EPO.

b. The Chief, Mobilization/Operations Team, AMSIO-GSM, will:

(1) Act as advisor to EPOs in the performance of their duties and responsibilities.

(2) Conduct training annually for all new EPOs.

(3) Brief EPOs before Office of Joint Chiefs of Staff scheduled Command Post Exercises, other exercises as needed, and whenever possible, real-world emergencies.

(4) Update EPO lists as needed, but at least quarterly.

c. Each EPO will:

(1) Be the POC for their organization for real-world emergencies and contingency operations, mobilization, emergency plans,

and exercises.

(2) Coordinate, track and ensure responses to all taskers assigned to their organization by the Operations Center.

(3) Coordinate the development and staff mobilization and emergency plans for their organization.

(4) Develop and maintain internal procedures in order to respond to mobilization and emergency plans.

(5) Review, retain, and maintain one complete copy of the IOC MOPES and IOC ERP.

(6) Coordinate actions to provide personnel support to the Operations Center when activated, consistent with IOCR 525-1.

(7) Be responsible for the following actions concerning EAM notification procedures in accordance with IOCR 500-2.

(a) Keep center directors/team chiefs/office personnel informed of their responsibilities upon receipt of an EAM notification call.

(b) Provide for message pickup at the Operations Center; ensure all messengers have at least a SECRET clearance.

(c) Notify the Operations Center (AMSIO-GSM) (DSN 793-4815 or COMM (309) 782-4815) to report the current status of taskers, projects, etc., during declared defense readiness conditions (DEFCON), and during exercises.

(d) Ensure all personnel within their organization know what actions to take upon receipt of an EAM.

(e) During duty or nonduty hours, take action, as appropriate, on all EAMs pertaining to their organization.

(f) Review and maintain checklists of mobilization/emergency actions (Chapter 4, MOPES) which pertain to their organization, on a current basis, and provide appropriate direction upon implementation.

(g) When necessary, keep an internal notification list of all key people that receive DEFCONs and EAMs (both duty and nonduty hours.)

(8) Prepare reports (situation reports, logistics status reports, etc.) or input to reports required in support of mobilization/emergency plans, real-world emergencies, and exercises.

(9) Serve as the exercise coordinator for their organization to include developing Exercise Objectives, Master Scenario Event List (MSEL) items, MSEL implementors, other data collection, and input to After Action Reports.

(10) Serve as the IOC Lessons Learned coordinator for their organization.

(11) Serve as the Duplicate Emergency Files Functional Representative for their organization, consistent with AMCR 25-2 and guidance in the IOC MOPES.

END OF IOCR 500-1